

Kettlethorpe Parish Council

Minutes of the Annual Parish Meeting held by Zoom
Tuesday 04th May 2021 at 7.30 p.m.

Present

Cllr, Richard Elliott, Chairman,
Cllr, Lizzie Smith,
Cllr, Catherine Turner,
Mr. Ron Gee, clerk.

Mr Jez Willis, resident

1. APOLOGIES

Cllr Tim O'Callaghan, Cllr, Richard Barnard, D / Cllr Jane Ellis

2. Minutes of last Annual Parish Meeting

Acceptance of the minutes of the last Annual Parish Meeting which took place on Monday 06th May 2019, (no Annual Parish Meeting in 2020 due to Covid 19 regulations) were proposed by Cllr Catherine Turner, seconded by Cllr Richard Elliott, and approved by the meeting

3. Matters arising

None

4. Financial statement

4.1 Annual Governance Statement – The Chairman confirmed that proper accounting records had been kept and adequate financial control had been observed throughout the year, as verified by the internal auditor, who confirmed that the Annual Governance Statement had been followed throughout. Its approval was proposed by Cllr Lizzie Smith and seconded by Councillor Catherine Turner with the full agreement of the meeting

4.2 Annual Accounts – The clerk reported that full accounting procedures had been carried out each month as per normal, despite restrictions imposed by Covid 19. He reported that £10,518 had been carried forward from the previous financial year, which, when added to an income of £10,200 for the year, gave a total of £20,718. The expenditure was £9,824 leaving £10,894 to be carried forward to 1st April 2021.

With small councils such as Kettlethorpe, providing that the income and expenditure is below £25,000, the external auditors only require a Certificate of Exemption, which quotes the annual turnover. This must be signed by the Chairman, 2 Councillors and the Clerk. The full accounts still have to satisfy an internal audit as per normal, and all financial aspects must be made available to the public on the website, notice boards or if requested, by personal viewing.

Internal Auditor, Mr Derek Clark, FAAT has verified that work has been completed with proper regard to all financial practices and has accordingly approved the accounts and completed the internal audit document. The Chairman complimented the clerk on the preparation of the accounts and thanked him for his hard work and attention to detail throughout the year. Acceptance of the Annual Statement of Accounts was proposed by Councillor Catherine Turner, seconded by Councillor Lizzie Smith, and approved by the meeting.

It was proposed by Councillor Catherine Turner and seconded by Councillor Richard Elliott that Mr Clark should continue as Internal Auditor for the Parish. This was agreed by the meeting.

5 Chairman's Report

The Chairman gave a precis of his Report, which he asked the clerk to associate with the Minutes.

6. Items for Discussion

None

As there was no further business, the meeting closed at 7.45 pm.